# **ADVISOR**

301 West High Street, Room 101 - Jefferson City, Missouri 65101 - 573 751 2764



**JANUARY 2012** 

Prepare for an Increase in Pedestrians and Demand for Parking

Capitol Police reminds employees to prepare for an increase in both pedestrian traffic and demand for parking as the 2012 legislative session nears. Capitol Police asks that everyone drive safely, park courteously, and use crosswalks where available.

#### Welcome Aboard

Capitol Police would like to introduce Officer Will Ayer, who has been assigned to the Executive Protection Division. Officer Ayer comes to Missouri Capitol Police from the Lincoln University Police Department.

#### **Operation Toys**

Capitol Police members raised and donated enough money to sponsor three children during the Operation Toys event on Saturday, Dec. 17. Capitol Police would like to thank everyone who supported our efforts and helped us provide less fortunate children in our community with toys for Christmas. Capitol Police would also like to thank Corporal Tracy Jamison, Officer Dave McCurley and Officer Deanne Bogg for accompanying the children to Kmart as they shopped with their gift cards.

Spotlight:

Right of Way: Pedestrian vs. Motor Vehicle



Capitol Police would like to remind motorists and pedestrians of the rules regarding pedestrian right of way. The Missouri state statutes related to pedestrian right of way include:

#### Pedestrians' right of way in crosswalks:

RSMo. 300.375 states that when traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way to a pedestrian crossing the roadway within a crosswalk when the pedestrian is on the half of the roadway on which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger. It goes on to say that no pedestrian shall leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. Furthermore, whenever any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.

#### When pedestrians shall yield:

RSMo. 300.390 states that every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the roadway.

#### When pedestrians are prohibited from crossing:

RSMo. 300.395 states that between adjacent intersections at which traffic control signals are in operation, pedestrians shall not cross at any place except in a crosswalk. Furthermore, no pedestrian traffic shall cross at a roadway other than in a crosswalk in any business district or on any street designated by an ordinance.

# ADVISOR

301 West High Street, Room 101 - Jefferson City, Missouri 65101 - 573 751 2764



FEBRUARY 2012

#### Lost and Found

Missouri Capitol Police maintains a lost and found at our office in the Truman Building, located in room 101. If you have misplaced an item, please contact our office to see if it has been turned in. Jewelry, keys, glasses, cell phones and clothing are turned in almost daily. To check if an item has been turned in, call (573) 751-2541anytime, or stop by the communications window next to the first floor escalator between 7 a.m. and 5 p.m. Monday through Friday.

#### Disabled Parking Law

Missouri Revised Statute 304.079 states that designated disabled parking spaces are only to be used by a disabled person who has been issued a disabled license plate or windshield hanging placard. The person who is issued the disabled license plate or windshield hanging placard must be an occupant of the motor vehicle either immediately prior to parking or while the vehicle is being parked. The driver or any occupant of a motor vehicle parked in a designated disabled parking space must be prepared to provide law enforcement with the disabled registration certificate or other authorization upon request. Failure to prove that the driver or occupant is lawfully entitled to use the disabled parking space can result in the driver being charged with a Class A misdemeanor.

#### Capitol Police will seek CALEA Full Accreditation

In 2009, Missouri Capitol Police achieved prestigious "recognition" status from the Commission on Accreditation for Law Enforcement Agencies. CALEA is an international accrediting agency that aims to improve law enforcement service delivery, professionalism, and strengthen accountability. MCP has now committed to working to achieve full CALEA "Law Enforcement Accreditation Status" over the next three years.

Spotlight:

Workplace Safety, Security and Crime Prevention



State employees play an important role in workplace safety, security and crime prevention. You can help reduce the likelihood of crime and violence in your workplace by remembering to:

- Use your ID badge or access code when accessing secure buildings or areas and do not allow others you don't know to come in behind you.
- Secure valuables when leaving your work area for a prolonged period and, at the end of the day, secure all doors, windows, cabinets and drawers.
- Report thefts, threats, property damage or suspicious activity immediately.
- If you ever fear someone may try to cause physical harm to you at work, report the situation to your supervisor and/or law enforcement as soon as possible. If you find yourself in this situation, it may be appropriate for you to file for a protection order. For more information on protection orders and the filing process, visit <a href="http://www.16thcircuit.org/Depts/dept">http://www.16thcircuit.org/Depts/dept</a> fag.asp?dept=DMV.

# ADVISOR

301 West High Street, Room 101 - Jefferson City, Missouri 65101 - 573 751 2764



**MARCH 2012** 

#### Spring Safety Tips

Every thunderstorm produces lightening, which sometimes kills more people in a year than tornadoes. Heavy rain from thunderstorms can cause flash flooding, and high winds can damage homes/buildings and blow down trees and utility poles.

- Prepare ahead of time discuss thunderstorm safety with your co-workers and family.
- Follow your building sheltering plan. Listen to local news for emergency updates, and watch for signs of a storm like darkening skies, lightning flashes or increasing winds.
- Postpone outdoor activities if thunderstorms are likely.
- Avoid electrical equipment and telephones.

When severe thunderstorm warnings are issued, take shelter in a designated safe location that is away from windows, skylights and glass doors.

#### **Avoiding Office Thefts**

To deter office thefts, Capitol Police urges all state employees to remain vigilant by reporting suspicious activity in a timely manner and to secure valuable belongings when stepping away from your work area.

#### Lost and Found Property

Have you lost something recently? If so, please check with our office to see if it has been turned in to us. Capitol Police receives several lost items each week. To check to see if we have an item that belongs to you, stop by our Communications window, located on the first floor of the Truman Building (next to the escalator) between 7a.m. and 5p.m. Monday-Friday, or you can speak to someone 24/7 by calling (573) 522-2222.

#### Sign-Up for the MCP Advisor

Would you like to receive the MCP Advisor via email each month? Send an email to Sgt. Brian Kempker (<u>brian.kempker@dps.mo.gov</u>) with "Advisor" in the subject line. Your email will be added to the distribution list starting the following month.

#### Spotlight:

#### **Avoiding Scams**



Capitol Police reminds everyone that scams come in all forms. Scammers use email, phone calls, text messages and personal contacts to take advantage of those who often can least afford to be stolen from. Remember to always guard your personal information. Never give credit card information to someone who claims to need it to verify your identity, and never provide your Social Security number unless you are applying for credit or employment and are certain of whom you are dealing with. To read more on how to protect yourself, take a moment to follow this link for a few more helpful preventive tips:

http://www.ehow.com/how 16019 avoid-internet-fraud.html#ixzz1D0la3dKI

# MISSOURI CAPITOL POLICE A DVISOR



301 West High Street, Room 101 - Jefferson City, Missouri 65101 - 573 751 2764

**APRIL 2012** 

Spotlight:

Severe Weather Warnings and Sirens



Because of the number of inquiries Missouri Capitol Police received about Jefferson City severe weather sirens being sounded during the March 13 statewide tornado drill, we want to make sure that all state employees have a clear understanding of how severe weather warnings work in Jefferson City.

As stated on the Jefferson City Police Department Web site, "Outdoor warning sirens are designed to notify the public there may be a danger to life or property. If you hear a warning siren, you should seek shelter and tune to a local television or radio station for information. Although some sirens can be heard from within a building, their primary purpose is to notify citizens who are outside of a potential problem."

There are 15 outdoor warning sirens in Jefferson City. The sirens are activated by Jefferson City Police Department communications operators. Remember that the sirens are tested at 4 p.m. on the first Thursday of each month, unless threatening weather conditions exist.

When the sirens sound because of severe weather, Capitol Police communications operators make every effort to announce the warnings in a timely manner in all state buildings equipped with remote-access public address systems. Please immediately take shelter in your designated location if you hear such an announcement. Remember, calling MCP with questions will slow down our ability to notify employees in all buildings with remote-access PA systems. MCP also encourages state agencies and employees to use NOAA weather alert radios and/or register for e-mail and cell phone severe weather alerts.

Missouri recently launched a new Web site called "StormAware." The site provides links to free severe weather alert texting services available in Cole and all Missouri counties. The site also includes detailed videos showing how to shelter in different types of homes and other buildings. Visit StormAware at <a href="http://stormaware.mo.gov">http://stormaware.mo.gov</a>. The site also provides basic information about the difference between severe weather "watches" and "warnings."

- A WARNING is issued when a hazardous weather or flooding event is occurring, is imminent, or
  has a very high probability of occurring. A warning is used for conditions posing a threat to life or
  property.
- A WATCH is used when the risk of hazardous weather or flooding has increased significantly, but
  its occurrence, location, and/or timing is still uncertain. A watch is intended to provide enough lead
  time so that those who need to set their plans in motion can do so.

# **ADVISOR**

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May 2012

#### Law Enforcement Memorial

Two events will be held May 4 and May 5 at the Law Enforcement Memorial at the State Capitol to honor Missouri law enforcement officers who have died in the line of duty. On May 4, there will be a candlelight vigil at 8 p.m., and on May 5, a memorial service will be held at 10 a.m. The Law Enforcement Memorial is dedicated to all law enforcement heroes who have made the ultimate sacrifice in order to protect and serve the citizens of Missouri, to family members of the fallen and to all members of the Missouri law enforcement community. For more information, visit the Missouri Law Enforcement Web site at www.missourimemorial.com/.

#### Sign-Up for the MCP Advisor

If you are not receiving the MCP Advisor each month and would like to be added to the distribution list, email Sgt. Brian Kempker at brian.kempker@dps.mo.gov with "Advisor" in the subject line.

Spotlight:

#### Stroke Awareness Month



May is National Stroke Awareness Month, and MCP reminds you that it is important to recognize the signs of a stroke in case of a medical emergency. Capitol Police officers respond to more than 70 medical emergencies each year, with 30 percent of those calls being either heart or stroke-related emergencies. Knowing the signs of a stroke and acting guickly can save a person's life.

Stroke is a disease that affects the arteries leading to and within the brain. According to the American Stroke Association, it is the fourth leading cause of disability in the United States. A stroke occurs when a blood vessel that carries oxygen and nutrients to the brain is either blocked by a clot or bursts. When this happens, part of the brain cannot get the blood (oxygen) it needs, so it begins to die.

#### Types of Stroke:

- *Ischemic Stroke* Clot obstructing the flow of blood to the brain.
- Hemorrhagic Stroke Blood vessel rupturing and preventing blood flow to the brain.
- Transient Ischemic Attack (TIA) Temporary clot obstructing the flow of blood to the brain, also known as a "mini-stroke."

#### Warning Signs:

- Sudden numbness or weakness of the face, arm or leg, especially on one side of the body.
- Sudden confusion, trouble speaking or understanding.
- Sudden trouble seeing in one or both eyes.
- Sudden trouble walking, dizziness, loss of balance or coordination.
- Sudden, severe headache with no known cause.

If you or a co-worker experiences any of the above symptoms, immediately call 9-1-1. To learn more about strokes, visit the American Stroke Association Web site at <a href="https://www.strokeassociation.org">www.strokeassociation.org</a>.

# ADVISOR

301 West High Street, Room 101 - Jefferson City, Missouri 65101 - 573 751 2764



**JUNE 2012** 

#### Speeding Response

Quickly communicating the location of an emergency is a simple way to speed emergency response. That's the reason Capitol Police recently suggested lettering light poles in state parking lots in the downtown complex. Light poles in State Parking Lots 3, 7, 8, 9, 10, 11, 12, 13, 14, 16 and 18 have now been marked with both a number and a letter. The number refers to the number of the parking lot; the letter refers to the light pole. The markings are in white paint and are located about 10 feet off the ground on two sides of the poles. In an emergency, please provide the dispatcher with the number and letter of the closest light pole, allowing responding officers to pinpoint your location. Jefferson City owned light poles are already uniquely marked to meet city requirements and are not part of this initiative—please note those markings, too, when calling in an emergency. Remember, if you have an emergency and need Capitol Police, call (573) 522-2222 or dial 911.

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Spotlight:

Supporting Special Olympics Missouri (SOMO)



Special Olympics Missouri (SOMO) offers children and adults with disabilities the chance to develop physical fitness and confidence, demonstrate courage and experience joy by providing year-round sports training and athletic competition in different sports. Since SOMO works to provide such an important opportunity for so many, law enforcement works year round to help by participating in awareness and fundraising events.

In May, law enforcement officers participated in the annual Law Enforcement Torch Run across Missouri. More than 1,000 law enforcement members ran routes during the four-day relay, covering more than 950 miles in more than 40 locations around Missouri to raise money for SOMO. Last year, Missouri's Law Enforcement Torch Run effort raised more than \$2.2 million, ranking it seventh in the world among law enforcement torch runs for Special Olympics.

Finally, on October 20 daring participants will have the opportunity to repel 13 stories from the Jefferson State Office Building in our Over the Edge event. Participants must be at least 14 years old and raise a minimum of \$1,000 to participate in the event. For more information and to register for Over the Edge, visit <a href="http://somo.org/page.aspx?pid=409">http://somo.org/page.aspx?pid=409</a>.

# **ADVISOR**

301 WEST HIGH STREET, ROOM 101 - JEFFERSON CITY, MISSOURI 65101 - 573 751 2764



**JULY 2012** 

#### Salute to America 2012

This year's Fourth of July celebration in Jefferson City will begin on Tuesday, July 3 and end on Wednesday, July 4. The annual carnival opens at 4 p.m. Tuesday and there will be a full schedule of events and activities on Wednesday. Road closures around the downtown complex will begin Monday evening, July 2, as the site is readied for events, and will continue through Wednesday night. For more information on the celebration and events, visit <a href="https://www.salutetoamerica.org">www.salutetoamerica.org</a>.

Parking Tickets Can Be Paid Online

The Cole County Circuit Clerk's Office will now accept online payments for court fees or fines, including Missouri Capitol Police parking tickets. There will be a small processing fee included in the price for all payments made online. For more information, or to make an online payment, visit <a href="http://www.colecountycourts.org/Jan%2002%202012%20CCC/WSD-%20Paying%20Costs%20Online2.pdf">http://www.colecountycourts.org/Jan%2002%202012%20CCC/WSD-%20Paying%20Costs%20Online2.pdf</a>.

Spotlight:

Children, Cars and Heat Stroke



According to Safe Kids USA, since 1998 more than 500 children across the U.S. have died from heat stroke while unattended in a vehicle. More than half of these reported heat stroke deaths occurred when a distracted caregiver forgot a child was in the vehicle. Other incidents included children playing in an unattended vehicle and becoming trapped or adults leaving children unattended in a vehicle for "just a few minutes."

Together we can reduce the number of dangerous situations and deaths by remembering to ACT:

- Avoid heat stroke-related injury and death by:
  - o Never leaving your child alone in the car, even for a minute.
  - o Consistently locking unattended vehicle doors and trunks.
- Create reminders and habits that give you and your child's caregiver a safety net:
  - Establish a peace-of-mind plan. When you drop off your child, make a habit of calling or texting all other caregivers, so all of you know where your child is at all times.
  - o Place a purse, briefcase, gym bag, cell phone or an item that is needed at your next stop in the back seat.
  - Set the alarm on your cell phone or computer calendar as a reminder to drop your child off at childcare.
- Take action if you see an unattended child in a vehicle:
  - Dial 911 immediately and follow the instructions that emergency personnel provide they are trained to determine if a child is in danger.

For more information, visit www.safekids.org/.

# ADVISOR

301 West High Street, Room 101 - Jefferson City, Missouri 65101 - 573 751 2764



SEPTEMBER 2012

#### **Customer Satisfaction Survey**

Missouri Capitol Police is always interested in feedback from the people we serve. We are now conducting the annual Missouri Capitol Police Customer Satisfaction Survey, and we would like your feedback. State employees who are registered to receive *The Advisor* each month will automatically receive an email with a link to the survey after Sept. 1. Individuals who are not registered to receive *The Advisor* but would like to complete the survey may send an email to <a href="mailto:brian.kempker@dps.mo.gov">brian.kempker@dps.mo.gov</a> with "survey" in the subject line. Those wishing to participate in the survey and begin receiving *The Advisor* should put "Advisor and survey" in the subject line. To take the survey now, visit

https://www.surveymonkey.com/s/2012\_MCP\_Customer\_Satisfaction\_Survey.

#### Legislative Veto Session is Sept. 12

The Missouri Legislature will hold its annual veto session on Wednesday, Sept. 12. State employees working in the downtown complex should expect an increase in traffic and parking demand and plan accordingly.

Spotlight:

Farewell to Lieutenant Dan Hoerschgen





Lieutenant Dan Hoerschgen will be retiring from Missouri Capitol Police on Aug. 31, after serving state employees for the past 32 years.

Lieutenant Hoerschgen started his employment with the state of Missouri, Office of Administration as a watchman in 1980. He transitioned to capitol security officer I in 1983 and was promoted to capitol security officer II in 1985. In 1994, the Capitol Police Department was transferred from the Office of Administration to the Department of Public Safety and Hoerschgen was assigned the rank of sergeant. In 2004, he was promoted to the rank of lieutenant. He currently serves as division commander of the MCP executive protection detail.

Please join MCP in wishing him a warm farewell!

# ADVISOR

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OCTOBER 2012

#### **Customer Satisfaction Survey**

Missouri Capitol Police thanks everyone who participated in this year's annual customer satisfaction survey. The survey results will help MCP review our service plan to ensure the most effective practices are being utilized to respond to the needs of state employees.

#### Safety Escorts

As the hours of daylight get shorter, Missouri Capitol Police reminds state employees of our safety escorts. If an employee is uncomfortable walking to or from the office after hours, Capitol Police will escort you. To request an escort, contact the communications office at (573) 522-2222. While MCP is pleased to offer this service, please be aware that if officers are on other calls, there may be a short wait for an escort.

Spotlight:

Crime Prevention Month and Halloween Safety



In 1984, the National Crime Prevention Council designated October as Crime Prevention Month. Crime Prevention Month recognizes the practice of crime prevention and promotes awareness of important issues such as victimization, volunteerism, and creates safer, more caring communities. Crime Prevention Month also spotlights successful crime prevention efforts on the local, state, and national levels.

Along with Crime Prevention Month, MCP also promotes Halloween safety. The NCPC offers the following tips to ensure that trick-or-treaters and you and your family stay safe this Halloween:

- Clear your yard and sidewalk of any obstacles or decorations that may be hard to see in the dark.
- Keep your house well lighted, both inside and out.
- Ask your neighborhood watch or local citizen's group to patrol your community.
- Report any suspicious or criminal activity to your police or sheriff's department.

Learn more about crime prevention at <a href="http://www.ncpc.org/programs/crime-prevention-month/about">http://www.ncpc.org/programs/crime-prevention-month/about</a>.

In Jefferson City, a safe alternative to door-to-door trick or treating is the Truck-or-Treat event. This year's event is hosted by the Jefferson City Jaycees and Hy-Vee, and will take place on Oct. 27 from 4 p.m. to 7 p.m. at the Jefferson City Jaycees Fairgrounds. There is a \$1 donation per child to enter, and all proceeds will benefit the "Angel Tree." An additional \$1 donation per child is required to enter the costume contest.

Other safe and fun fall events in the area include the Jefferson City Multicultural Fall Festival and HarvestFest. Both events will take place on Oct. 20 and are free to the public. The JC Multicultural Fall Festival will take place downtown between 10 a.m. and 3 p.m., and HarvestFest will take place at the Governor's Mansion between 10 a.m. and 2 p.m.

630 West Main Street - Jefferson City, Missouri 65101 - 573 751 2764

NOVEMBER 2012

#### Lost and Found

Do you have property that you think you've lost? If so, check with Missouri Capitol Police to see if it has been turned in to our lost and found. Each week, state employees turn in several found items to MCP. Stop by the MCP communications window on the first floor of the Truman Building (next to the escalator) between 7 a.m. and 5 p.m. Monday - Friday. You may also call our office at (573) 522-2222 to see if an item has been turned in.

#### Congratulations

Capitol Police congratulates Kent Walker on his recent promotion to lieutenant. Lt. Walker has been assigned as division commander in charge of the executive protection detail at the Governor's Mansion. He was most recently the lead sergeant in the Patrol Division.

Spotlight:

**Domestic Violence Awareness** 



October was Domestic Violence Awareness Month, but MCP reminds everyone that it is important to be aware of domestic violence year-round. Domestic violence is a pattern of behavior in any relationship that is used to gain or maintain power and control over an individual. Abuse can come in many forms: it may be physical, sexual, emotional, economic or psychological and can be demonstrated through actions or threats. Any behavior that frightens, intimidates, terrorizes, manipulates, hurts, humiliates, blames or injures another is considered abusive behavior. Domestic violence can happen to anyone of any race, age, religion, sexual orientation or gender and it affects people of all socioeconomic backgrounds and education levels. It can also occur in all levels of relationships— whether you are dating, living together or married.

If you are ever in immediate danger, call 911. If you feel you are in an abusive relationship, there are organizations that can help:

- The National Coalition Against Domestic Violence. For more information, visit www.ncadv.org.
- The National Domestic Violence Hotline. For more information, visit <a href="www.ndvh.org">www.ndvh.org</a> or, for 24-7 anonymous and confidential help, call 1-800-799-SAFE (7233), 1-800-787-3224 (TTY).
- The Missouri Coalition Against Domestic and Sexual Violence. For more information, visit http://www.mocadsv.org.
- Local law enforcement.

The Missouri Attorney General's Office distributes a very informative pamphlet called Protecting Victims of Domestic Violence. The pamphlet includes information about orders of protection, shelters and services for abuse victims, legal terms and Missouri's Crime Victims' Compensation Fund. Printed copies of the pamphlet are available in the MCP main office, 630 West Main Street, Jefferson City, MO 65101,1 or an electronic copy may be viewed at <a href="http://ago.mo.gov/publications/domesticviolence.pdf">http://ago.mo.gov/publications/domesticviolence.pdf</a>.

# ADVISOR

630 West Main Street - Jefferson City, Missouri 65101 - 573 751 2764



DECEMBER 2012

#### Operation Toys 2012

On Saturday, Dec. 15, Capitol Police will join other area law enforcement agencies to raise money for the annual Operation Toys event. The money and items donated to Operation Toys will be used to sponsor less fortunate children in the community with toys for Christmas. All proceeds raised during the event will be used to purchase gift cards to Walmart. Once the children receive their Walmart gift cards, a law enforcement officer will accompany each child as they shop for Christmas. This year, about 60 children between the ages of 5 and 12 will be sponsored. Other agencies participating are the Missouri State Highway Patrol, Missouri Department of Corrections, Cole County Sheriff's Department and Jefferson City Police Department.

#### December Events Could Affect Capitol Complex Parking

Capitol Police reminds state employees that two large events scheduled for December could affect parking in the downtown complex after normal working hours. The events are:

- Saturday, Dec. 1– The annual Jefferson City Jaycees Christmas Parade will be held in the evening.
- Tuesday, Dec. 11– The annual Jefferson City High School "Capitol Caroling" will take place in the evening.

#### Congratulations

Capitol Police congratulates Christin Templeton on her recent promotion to sergeant. Sgt. Templeton has been assigned to the Operations Division and will lead the second shift during the hours of 3 p.m. and 11 p.m.

Spotlight:

Preventing Theft During the Holiday Season



Thieves are opportunistic and look for easy targets. The holiday season can provide many opportunities. Missouri Capitol Police urges everyone to remember some simple precautions than can help keep you from becoming a victim of theft:

- Car Tips:
  - o If you will be returning to your vehicle after dark, try to park near a light pole.
  - o When shopping, store your purchases in the trunk when possible.
  - Lock your car doors, even when parked at home, and do not leave valuables in the car overnight.
- Home Tips:
  - o If traveling during the holidays, put a stop on your mail and newspapers so they don't pile up.
  - Let a neighbor know you will be gone and that no one should be coming or going from your home.
  - o Forward your home phone to your cell phone. Thieves will sometimes call your home to see if you are there.
  - Be a good neighbor, watch your neighborhood and notify the police if you see something suspicious.
  - Do not advertise what you bought by putting the boxes your purchases came in at the curb in plain sight. Break down the boxes and place them at the curb the morning of garbage pickup.
  - Only make purchases from secure sites. The URL that appears when payment information is requested should begin with "https://" (instead of "http://"), and a locked padlock icon should appear somewhere in the window of the browser, NOT in the Web page display area. You can click on the padlock to see security details.
- Office Tips:
  - When away from your desk, secure unattended holiday gifts, purses, wallets and coats.
  - Stay alert to suspicious activity during low-traffic times, like opening and closing times and lunch hours.
  - Lock up valuables before you leave for the day.